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13 August 1953

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Report #32
Assessment and Evaluation Staff
5-11 August 1953

I. NEW ACTIVITIES

1. Office of the Chief

a. [] has been placed in process. [] is working at present for the Public Health Service.

2. Assessment Branch

a. Assessment cases scheduled for the week 4
b. Assessments performed 4
c. Assessment cases written 5
d. Assessment cases to be written 7
e. Professional trainee (JOT) tests administered 0
f. Language tests administered 0
g. Cases scheduled for the future:
 Assessment 12
 JOT 1
 Language 0
h. Pre-training and EOD test batteries administered . . . 21

i. As a step in improving results of assessment, a weekly case conference has been initiated.

j. A manual of testing procedures for the language aptitude testing program is nearing completion.

3. Training Evaluation Branch

a. A proposed program for training evaluation has been incorporated in a final draft now being typed for submission to the D/TR.

b. Training evaluations for BIC(I) #10 students were disseminated.

4. Research and Validation Branch

a. EAR discussed with [] and his group of language instructors the desirability of aptitude testing for those taking the language courses. It was agreed that, effective at once, all students for the internal elementary language courses would be tested as a prerequisite for the course. A statement to this effect will be included in the forthcoming notice for the course. It is clearly understood by everyone that this testing is being undertaken on an experimental basis, and not with the view that it will be immediately useful.

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II. OLD ACTIVITIES

1. Office of the Chief

a. EAR attended the meeting of the Professional Selection Panel. A quorum was not present, so no official action was taken. [] reported that the Steering Committee for the CIA Career Service Board had expressed general approval of the plan for determining suitability for a CIA career at the end of the probationary period. The list of traits to determine suitability was briefly discussed. It was determined to try a different approach to this problem, particularly in view of the fact that the list was originally drawn up to apply to applicants rather than to those in the provisional period. A group of four, [] and EAR, were designated to discuss the possibilities of a different approach and draw up a tentative proposal.

2. Training Evaluation Branch

a. Two meetings were held by the Chief, A & E, concerning training evaluation, one with [] to discuss further how the subject matter of his course should be broken down for evaluation purposes; the second with [] and his instructors for the same purpose.

3. Research and Validation Branch

a. EAR discussed the screening of indigenous personnel project with Mr. Fitzgerald, of FE. He was aware of deficiencies in what had been done [] and took the position that it was the fact of getting something started rather than its adequacy that was important. He expressed some concern that what he termed a "Headquarters desire for perfection" might delay the introduction of operational procedures. The dual purpose of the A & E mission was described to Mr. Fitzgerald. The importance of obtaining follow-up validation data was stressed, as was the distinction between screening and assessment. The former can be done by relatively non-technical people, once the procedure has been established; the latter requires the services of fully trained and experienced psychologists. Mr. Fitzgerald is interested in the full assessment process, but appeared to appreciate the need for first attacking the selection of indigenous personnel from a screening point of view. He expressed an interest in doing anything he could to promote an increase in the T/O of A & E in order to permit the development of a full-fledged assessment program, specifically in FE and generally on an Agency-wide basis.

[] Chief
Assessment and Evaluation Staff

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